

Thursday, February 10, 1972

SITE AND BUILDING PLANS

Requirements

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At its meeting on February 3, 1972, the National Capital Planning Commission adopted the following requirements respecting site and building plans submitted to the Commission (proposed 36 M.R. 23654, sec. 11, 1971) pursuant to section 5 of the National Capital Planning Act of 1952, as amended, and section 16 of the Act of June 20, 1938, as amended:

SECTION 1.—INTRODUCTION

Section 5(a) of the National Capital Planning Act of 1952, as amended, provides that each Federal and District of Columbia agency, prior to the preparation of construction plans originated by such agency for proposed developments and projects or to commitments for the acquisition of land, to be paid for in whole or in part from Federal or District funds, shall advise and consult with the Commission in the preparation by the agency of plans and programs in preliminary and successive stages which affect the plan and the development of the National Capital.

The Act authorizes the Commission to determine in advance the type or kinds of plans which need not be submitted for review by the Commission. The Commission has determined that plans for the following types of projects need not be submitted for review:

A. Projects involving the replacement of walks, roadways, and parking areas where no change in location or the existing character or extent of the improvement is involved.

B. Projects involving the rehabilitation and improvement of buildings and structures when no change in the existing character or extent of the building or structure is involved.

C. Projects involving the replacement of trees, shrubs and other plant material and minor changes in plant material that do not change the concept in the approved landscape plan.

D. Projects involving the replacement, but not the relocation or extension, of existing underground utility lines, such as pipes and cables, except pumping stations and treatment facilities, that do not (1) involve the removal of existing trees or changes in the natural topography, or (2) perpetuate or create an adverse environmental impact.

In accordance with section 5(b) of the Act, these requirements shall not apply to projects within the Capitol grounds or to structures erected by the Department of Defense during wartime or national emergency within existing military, naval, or Air Force reservations, except that the appropriate defense agency shall consult with the Commission as to any developments which materially affect traffic or require coordinated planning of the surrounding area.

These requirements respecting the submission of site and building plans are intended to be used in connection with proposed developments of the District of Columbia Government and the Federal Government, including civilian and military installations and facilities in the National Capital Region, except as provided above.

The Executive Director of the Commission may extend, modify or waive any requirement as it pertains to any project proposal or development plan submitted for the review of the Commission that does not meet such requirement because of its unique or special character or quality.

SECTION 2.—PRESUBMISSION REQUIREMENTS

The general location and/or the site boundaries of a proposed development should be submitted for review by the Commission prior to the preparation and submission of preliminary site and building plans, either as a separate submission or as part of a master plan or capital improvements program, unless the site was previously established by legislation.

Sponsoring agencies are urged to contact the Commission staff at the earliest possible time in the siting and initial planning and design of proposed new developments within the Region. The Commission staff is available at all times to advise and consult with sponsoring agencies prior to formal submission of plans for Commission review.

Sponsoring agencies may submit proposed developments for Commission review at a design concept stage if they desire to solicit the Commission's views prior to the submission of preliminary site and building plans. Such submissions should be conceptual and their contents determined by consultation with the Commission's staff.

SECTION 3.—CONTENTS OF SITE AND PLANS, PRESENTATION MATERIALS, AND SUPPORTING MATERIALS

A. *Site and building plans*—(1) *Site plan*. The site plan shall be uncolored and presented at a scale of at least 1 inch equals 50 feet, and shall contain the following basic elements:

(a) Existing and proposed topography of the site (preferably at 1- or 2-foot intervals). Topography need not be shown if included on landscape plan;

(b) Site boundaries for the building or facility; and

(c) Outline of all proposed buildings, structures, and related improvements and uses immediately adjacent to the proposed development—including but not limited to, access ways, drives, sidewalks, walls, and fences, loading areas, and off-street parking.

When the proposed improvements involve only a portion of the site of a facility, the site plan shall include all of the site area of the facility, showing the relationship between the portion of the site to be improved and the portion to remain unchanged. When an adjacent facility has an integral supporting relationship to the facility to be constructed or improved (such as a recreation center which provides play space for an adjacent school), the site of the adjacent facility shall be included in the site plan to show the functional relationship of the facilities and the effects of the proposed improvements thereon.

(2) *Landscape and grading plan*. The landscape and grading plan should preferably be presented as a separate plan but may be incorporated in the site plan if the proposed project is small and the combination plan is clear and readable.

If presented as a separate plan, the landscape and grading plan shall be at the same scale as the site plan. The following information shall be included in all cases:

(a) Existing and proposed topography on the site (preferably at 1- or 2-foot intervals);

(b) General location of all existing-to-remain, existing-to-be-removed, and proposed trees, shrubs, and other plant materials; and

(c) A list (either on the map or in a separate table) of the type, quantity, and size of the plant materials proposed (final site and building plans only).

(3) *Elevations and sections*. All elevations of the proposed buildings, structure, or improvements shall be provided at the same scale as the floor plan. Elevations shall indicate, but not be limited to, the following:

(a) The height of the building, its bulk and general massing for all sites;

(b) All pedestrian and vehicular entrances and exits to the building;

(c) The fenestration and building materials proposed to be used on all exterior surfaces. A detailed exterior wall section that shows this information shall be included;

(d) The treatment of the roof and all related roof extrusions (penthouses, ventilations, ventilation shafts, chimneys, smoke stacks);

(e) At least two cross sections; and

(f) Identification of the point of measurement of the height of proposed buildings in the District of Columbia in accordance with the Act of June 1, 1910, 36 Stat. 452.

(4) *Floor plans*. Plans for each floor of the building at the same scale as the elevations, which indicate the following:

(a) Labeling of all interior spaces to indicate use;

(b) Interior partitions, stairs, and elevators;

(c) Overall dimensions;

(d) Dimensions of interior spaces; and

(e) Elevations of various floor levels.

(5) *Roof plans*. The roof plan shall be submitted at the same scale as the floor plans and shall indicate the following:

(a) The proposed design of the roof and all building materials and finishes to be used; and

(b) Proposed roof appurtenances, mechanical equipment and structures indicating all proposed screening, if any.

B. *Presentation materials*. One set of all presentation materials shall be submitted at each stage by the sponsoring agency for use in the various presentations. Maps used by sponsoring agencies in presentation to the Commission should be in color—using zippstone, magic marker, or other suitable materials.

(1) *Rendered plans and perspectives.* Sponsoring agencies shall prepare and submit one copy of rendered plans and perspectives in color as part of the submission to aid in the presentation and review of proposed developments by the Commission.

(2) *Models.* Sponsoring agencies shall prepare and submit a model of all major construction proposals indicating topography, existing-to-remain and proposed new buildings and improvements, pedestrian and vehicular circulation, and parking and loading areas. Models shall be prepared at the same scale as the site plan or at a larger scale if preferred by the sponsoring agency. The Commission staff will advise sponsoring agencies as to whether a proposed project is a "major" project requiring a model, at any time prior to submission.

(C) *Supporting materials.* At least two copies of the following supporting materials shall be submitted for Commission review:

(1) *Project data sheet.* The project data sheet shall indicate the following:

- (a) Agency project manager;
- (b) Narrative description of the project;
- (c) Total area of site and allocation of land to the various proposed uses;
- (d) Area of building, or buildings, and site coverage;
- (e) Employment, by grade level and income, including:
- (i) Presently existing, and
- (ii) New employment generated by the project;
- (f) Traffic impact of proposed development on adjacent highways both on and off the site;
- (g) Total parking proposed for employees and visitors and ratios assumed for each;
- (h) Relocation of individuals, businesses, and families required by the proposal, if any;
- (i) Community participation and/or views, when applicable;
- (j) Schedule for construction and occupancy;
- (k) Total cost of project and funding status; and
- (l) Housing required, if any, for proposed new employees;
- (i) On-site, and/or
- (ii) Off-site.

(2) *Vicinity map.* A vicinity map, indicating building outlines, streets, and other physical features, shall be submitted at a scale of 1 inch equals either 100 or 200 feet. It shall include an area that is at least 500 feet around the proposed development.

(3) *Construction and equipment drawings.* Construction details and equipment drawings that are dimensioned shall be submitted to permit a general understanding and thorough review of the project, particularly those features which will affect the exterior of the building.

(4) *Housing availability.* Pursuant to the interim policy adopted by the Commission on April 18, 1969, if a proposed master plan, or a modification thereof or a proposed project involves a significant increase in employment, an analysis of the housing available for low- and moderate-income employees and their families within reasonable commuting distance to the proposed project shall be included in the submission.

(5) *Environmental impact.* Each submission shall include a determination by the head of the sponsoring agency, or other authorized official, as to whether an environmental statement for the project is required pursuant to section 102(2)(C) of the National Environmental Policy Act of 1969. In accordance with the Commission's Policies and Procedures for the Protection and Enhancement of Environmental Quality in the National Capital Region, the sponsoring agency shall submit such an environmental statement, if determined to be required, or a description of the environmental impact of the proposed development.

SECTION 4—FORM OF SITE AND BUILDING PLANS

A. *Map scales.* Site plans shall be presented at a scale of at least 1 inch equals 50 feet. Vicinity maps shall be presented at a scale of 1 inch equals either 100 feet or 200 feet. Elevations, sections, floor plans, and roof plans shall be presented at a scale commensurate with the sheet size limitations and large enough to be readable in a large meeting room at a distance of 20 to 25 feet.

B. *Sheet sizes.* All drawings submitted shall not exceed a sheet size of 33 x 44 inches to be compatible with the Commission's microfilm process. For projects involving larger plans, multiple sheets, covering portions of the plan, may be submitted so that the maximum sheet size may be maintained. No minimum sheet size has been established. However, proposed drawings should be large enough to be readable by the Commission in a large meeting room at a distance of 20 to 25 feet.

C. *Number of copies.* At least three complete sets of the site and building plans are to be submitted for all projects. At least two complete sets of supporting materials shall be included in the submission. When site and building plans for a small installation in essence constitute the master plan for such a facility, the number of complete sets required shall be determined pursuant to the Commission's requirements for submission of master plans.

SECTION 5—PROCEDURES FOR THE SUBMISSION OF PRELIMINARY AND FINAL SITE AND BUILDING PLANS

Sponsoring agencies shall submit site and building plans to the Commission at both a "preliminary" and a "final" stage in the planning for any proposed development.

All elements of the site and building plans shall be submitted at both preliminary and final stages. Preliminary plans should be submitted early in the design phase of a project while the design is still flexible. Final plans should be submitted after all design decisions, including building materials and landscaping materials, have been made and prior to advertisement and awarding of construction contracts.

If major changes are made in either the design or the program for a proposed development after the Commission has reviewed and made recommendations on the preliminary site and building plans, sponsoring agencies shall submit revised preliminary plans for review prior to completing and submitting final plans.

Final plans submitted to the Commission usually are about 50 percent to 60 percent of the final design work. The designs shall be sufficiently advanced to represent what the agency actually intends to build.

Final site and building plans for Federal public buildings within the District of Columbia and for District Government public buildings within the Central area of the District of Columbia or defined by concurrent action of the Commission and the District of Columbia Council will ordinarily constitute the required submission under Section 16 of the Act of June 20, 1938, 52 Stat. 802 (D.C. Code, sec. 5-428). Since the Commission may not lawfully qualify or condition its approval of a proposed development pursuant to D.C. Code, section 5-428, and a sponsoring agency may not lawfully deviate from the plans as approved by the Commission, sponsoring agencies are urged to resolve all outstanding issues with affected agencies and organizations prior to submission of the final site and building plans. The staff of the Commission is available to assist in the resolution of all such questions.

When a proposed development does not involve the construction of buildings or structures, sponsoring agencies need submit only the site plan and landscape plan.

SECTION 6. STEPS IN COMMISSION REVIEW OF SITE AND BUILDING PLANS

A. The sponsoring agency shall submit plans, in accordance with established monthly deadlines, to the Commission for review pursuant to section 5(a) of the National Capital Planning Act of 1952.

B. If the proposed development is located in, or adjacent to, the District of Columbia, the submission is referred to the Commission's Coordinating Committee, pursuant to section 2(d) of the National Capital Planning Act of 1952. The purpose of this referral is to insure that such projects are properly coordinated with interested and affected District of Columbia and Federal agencies.

C. If, in the opinion of the Executive Director, the proposed development is an architectural and/or historic landmark or would appear to significantly affect an existing landmark, it is referred to the Joint Committee on Landmarks.

D. Site and building plans proposed for small installations outside the District of Columbia are referred to the affected local, subregional, and regional planning agencies and to the affected State clearinghouse where no separate master plan has been, or is to be, prepared and the site and building plans represent the master plan for the installation.

E. Review, evaluation, and recommendation of the proposed development, by the staff, to the appropriate committee of the Commission—including consideration of any comments resulting from referral under paragraphs B, C, and/or D.

F. Review, evaluation, and recommendation by the appropriate committee of the Commission to the Commission.

G. Review, evaluation, and action by the Commission.

II. With respect to projects outside the District of Columbia but within the National Capital Region or sites for which the Commission has submitted to the agency its report and recommendations on the master plan therefor, the Executive Director may make environmental impact findings on and approve.

(1) Preliminary and final site and building plans for proposed temporary or permanent additions of less than 5,000 square feet of floor area to existing structures and for proposed new temporary or permanent structures of less than 5,000 square feet of floor area, if the Executive Director determines that (a) the proposed development (i) is consistent with the recommendations of the Commission on the land use and circulation plan elements of the master plan, (ii) will have no significant adverse impact on the environment, access and egress facilities, and utilities, and (iii) is compatible with existing and proposed developments in its immediate vicinity, and (b) the addition or relocation of employees to the proposed development would not cause a significant impact on low- and/or moderate-income housing needs in the vicinity of the development; and

(2) Final site and building plans where such plans conform to applicable recommendations made by the Commission in its review of the preliminary site and building plans for the project and of any environmental statement or description of the environmental impact submitted pursuant to the Commission's Policies and Procedures for the Protection and Enhancement of Environmental Quality in the National Capital Region.

I. Formal notification to the sponsoring agency of the action of the Commission.

The sponsoring agency and/or its consultants shall make oral presentations of the proposed plans to the Coordinating Committee and the Joint Committee on landmarks, if necessary, to the appropriate committee of the Commission, and to the Commission. The Commission staff will advise sponsoring agencies of the nature and type of presentations usually made to the Commission, the characteristics of the meeting room, and available methods for exhibit presentations.

DANIEL H. SHEAR,
Secretary to the Commission.

FEBRUARY 7, 1972.

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